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Applicant Services Unit  
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FDLE  
Florida Department of Law  
Enforcement  
[www.fdle.state.fl.us](http://www.fdle.state.fl.us)



# **FALCON Retained Applicant Fingerprint Processing Guide**

**National Rap Back**

## Table of Contents

I.	Home Page & Welcome Screen.....	3
II.	Deletion of Retained Applicant Transactions.....	4
III.	Review of Pending Retained Applicant Deletions – Supervisor .....	10
IV.	FBI Submission of Retained Applicant Transactions.....	14
V.	FALCON Reports.....	20
VI.	FALCON Terms & Definitions .....	31

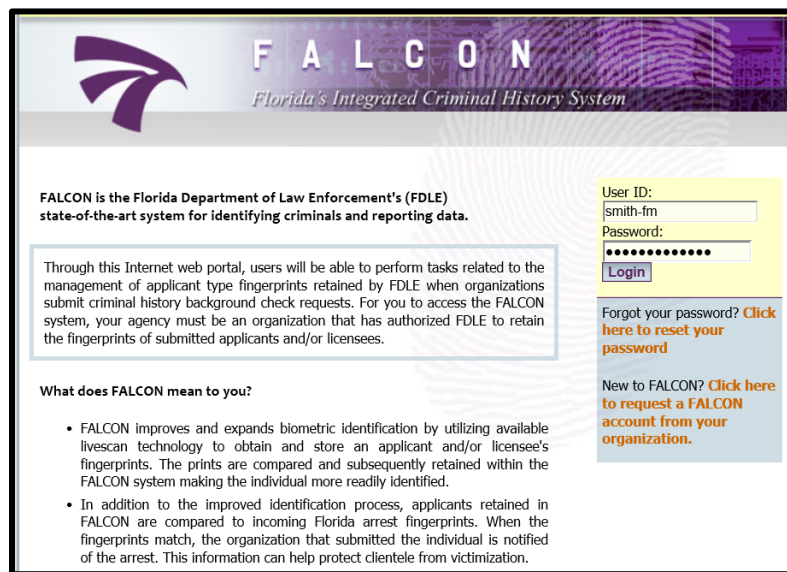
## I. Home Page & Welcome Screen

1. Access the FALCON Home Page using the following URL: <https://falcon.fdle.state.fl.us>.

2. After entering a valid User ID and Password, click **Login**.

Note: Passwords are case-sensitive and must meet the following criteria:

- Be at least eight (8) characters in length;
- Have one (1) character that is a number;
- Be different from the User ID.

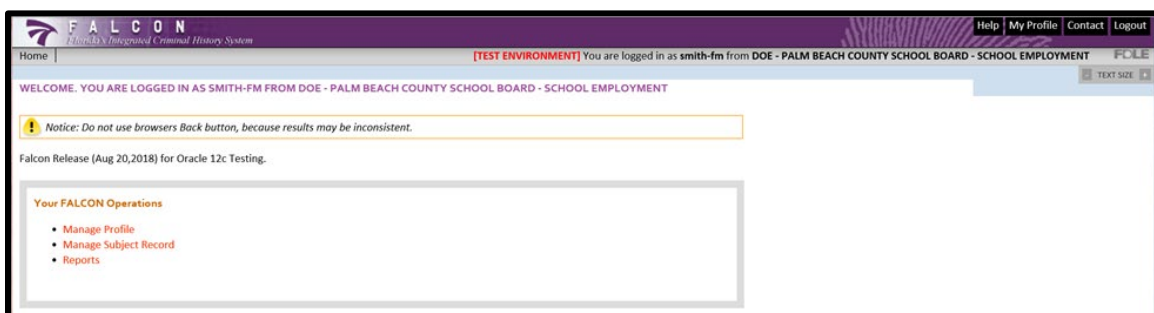


The screenshot shows the FALCON Home Page. At the top, there is a logo with the word "FALCON" and the tagline "Florida's Integrated Criminal History System". Below the logo, a text box states: "FALCON is the Florida Department of Law Enforcement's (FDLE) state-of-the-art system for identifying criminals and reporting data." To the right of this text box is a login form with fields for "User ID:" (containing "smith-fm") and "Password:" (masked with dots), followed by a "Login" button. Below the login form are two links: "Forgot your password? Click here to reset your password" and "New to FALCON? Click here to request a FALCON account from your organization." On the left side, under the heading "What does FALCON mean to you?", there is a bulleted list explaining the system's purpose and how it compares fingerprints.



To reset or create a new password, click the **Click here to reset your password** link.

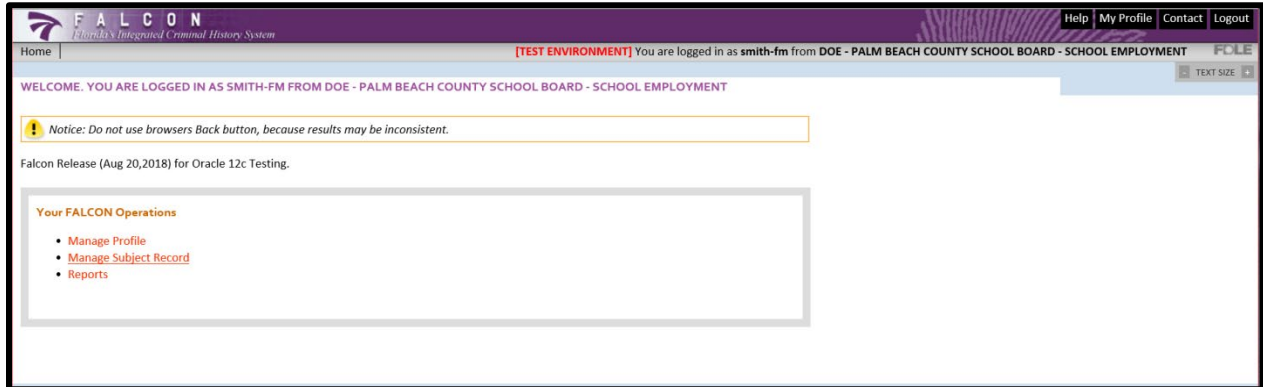
3. After successfully logging into the FALCON application, the Welcome Screen is displayed. Based on the permissions, the User will see their available permissions under “Your FALCON Operations”. If the User does not see any available actions, please contact the Florida Department of Law Enforcement’s (FDLE) Applicant Services Unit at either [ApplicantChecks@fdle.state.fl.us](mailto:ApplicantChecks@fdle.state.fl.us) or (850) 410-8161.



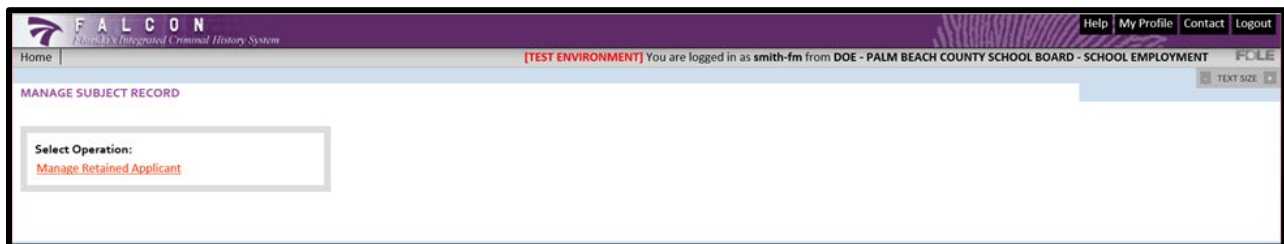
The screenshot shows the FALCON Welcome Screen after a successful login. The top navigation bar includes links for "Home", "Help", "My Profile", "Contact", and "Logout". A status bar indicates the user is logged in as "smith-fm" from "DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT". The main content area starts with a welcome message: "WELCOME. YOU ARE LOGGED IN AS SMITH-FM FROM DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT". Below this is a notice box stating: "Notice: Do not use browsers Back button, because results may be inconsistent." and "Falcon Release (Aug 20, 2018) for Oracle 12c Testing." The "Your FALCON Operations" section lists three items: "Manage Profile", "Manage Subject Record", and "Reports".

## II. Deletion of Retained Applicant Transactions

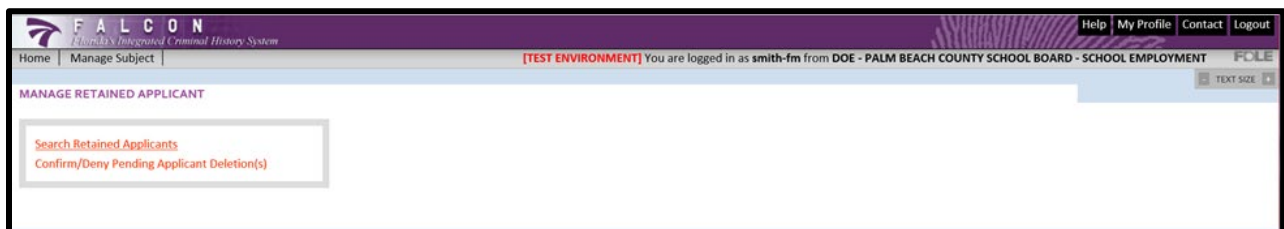
1. In order to delete a retained applicant, the User clicks **Manage Subject Record**.



2. On the Manage Subject Record screen, click **Manage Retained Applicant**.



3. On the Manage Retained Applicant screen, click **Search Retained Applicants**.



**FALCON**  
Florida Automated Law Enforcement Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**SEARCH RETAINED APPLICANT**

Transaction Control Number (TCN#)  Customer ORI (CRI#)  Falcon ID  FBI/UCN  Livescan Device ID (ORI#)

Organization

First Name  Middle Name/Initial  Last Name  Suffix

SSN  Date of Birth  [MM/DD/CCYY]

Date Retained From  [MM/DD/CCYY] Date Retained To  [MM/DD/CCYY] Date Last FBI Submission From  [MM/DD/CCYY] Date Last FBI Submission To  [MM/DD/CCYY]

National Rap Back Subscription Expiration Date From  [MM/DD/CCYY] National Rap Back Subscription Expiration Date To  [MM/DD/CCYY]

4. Once on the Search Retained Applicant screen, the User can search for a particular applicant or group of applicants. A search can be conducted as specific or as general as the User prefers. At least one of the following fields is required, however, any combination of fields can be used for the search:

- Transaction Control Number (TCN#)
- Customer ORI (CRI#)
- Falcon ID
- FBI/UCN
- Livescan Device ID (ORI#)
- Organization
- First Name, Middle Name, Last Name, Suffix
- SSN (Social Security Number)
- Date of Birth
- Date Retained From
- Date Retained To
- Date Last FBI Submission From
- Date Last FBI Submission To
- National Rap Back Subscription Expiration Date From
- National Rap Back Subscription Expiration Date To

Once the search parameter(s) are entered, click **Search**. Applicants meeting the search criteria will display on the Applicant Search Result screen.



The results can be sorted by clicking on any column header which displays the ascending/descending arrows. A single click will sort the column in ascending order. Another click on the header will sort the column in descending order. The column header being sorted will be colored distinctly from the other column headers for easy reference.

FALCON will only return a maximum of 2,000 applicants per search with 100 records displayed per page. The User can view and mark applicants for deletion on multiple pages by using the page navigation links located at the top and bottom of the Applicant Search Result screen.

- After reviewing each applicant, mark any applicable applicants for deletion by clicking the checkbox next to the applicant's name. Applicants can be marked either individually or by clicking **Check All** if all displayed applicants are to be deleted. Select **Uncheck All** to

clear all applicants marked for deletion. Clicking **Cancel** will discard the search results and return the User to the Search Retained Applicant screen.



Export Options are available on the Applicant Search Result screen. The information can be exported as any of the listed files for internal use by the User's agency. The exported file will open in a separate window and will not affect the processing of the applicants.



- After applicants are marked for deletion, click **Delete Checked Records**. The User will receive a confirmation message.

**FALCON**  
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**APPLICANT SEARCH RESULT**

Tools [Search again]

ORGANIZATION NAME	FIRST NAME	LAST NAME	DATE OF BIRTH
DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	JOHN	DOE	02/19/1960

One item found.  
1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission	State Expiration Date	FBI/UCN	National Rap Back Subscription Successful?	National Rap Back Subscription Term	National Rap Back Subscription Expiration Date
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL9300202	10041567	LS0111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960				3/03/2011			N/A		

One item found.  
1

Export options: CSV Excel PDF RTF

Check All Uncheck All Cancel

Process Checked Records for FBI Submission (OR) Delete Checked Records

- The User clicks **OK** to confirm the deletion of the applicant(s) selected. If the User clicks **Cancel**, the confirmation closes and returns the User to the Applicant Search Result screen.

8. The system navigates the User to the Confirm Deletions screen. After each applicant is carefully reviewed and verified, the User clicks **Confirm Delete Records**.

**FALCON**  
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**CONFIRM DELETIONS**

✓ The following records will be deleted. Please confirm to continue.

Name	Transaction Control Number (TCN#)	Customer ORI (CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained
DOE, JOHN T	70E01LEON104300120	FL930020Z	LSD111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007

One item found.  
1

Export options: CSV Excel PDF RTF

**Confirm Delete Records** Cancel



Once Confirm Delete Records is clicked, the applicant is deleted within an established time frame. See Section III, Review of Pending Retained Applicant Deletions for more information.

**DELETION CONFIRMATION**

✓ Your supervisor will be informed that the following records have been selected for deletion. These records will be available for your supervisor's review until at least **03/27/2020** at midnight. They will be deleted on or after this time.

Manage Retained Applicants - Filter Criteria[ ORG NAME: DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT ] searched on Date: 03/27/2020

Name	Transaction Control Number (TCN#)	Customer ORI (CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Status
BANDIT, SMOKEY ANDTHE	70RB010000515	FL930020Z	LSD000123	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	05/01/1945	354897952		12/15/2015	Requested Deletion

One item found.

Export option: CSV Excel PDF RTF

New Search Remaining Search Results

9. After the User selects Confirm Delete Records, the system navigates the User to the Deletion Confirmation screen. The applicants displayed are pending deletion for Supervisor review. The Supervisor assigned to the User will receive an e-mail notification indicating the applicants requested for deletion. Supervisors should review all pending deletions within the time frame provided in the e-mail.





Thu 10/7/2021 2:55 PM

FalconAdmin@fdle.state.fl.us

Pending Retained Applicant Deletion Notification

To

This message has extra line breaks.

FDLE FALCON System  
Pending Retained Applicant Fingerprint Deletion(s) Notification

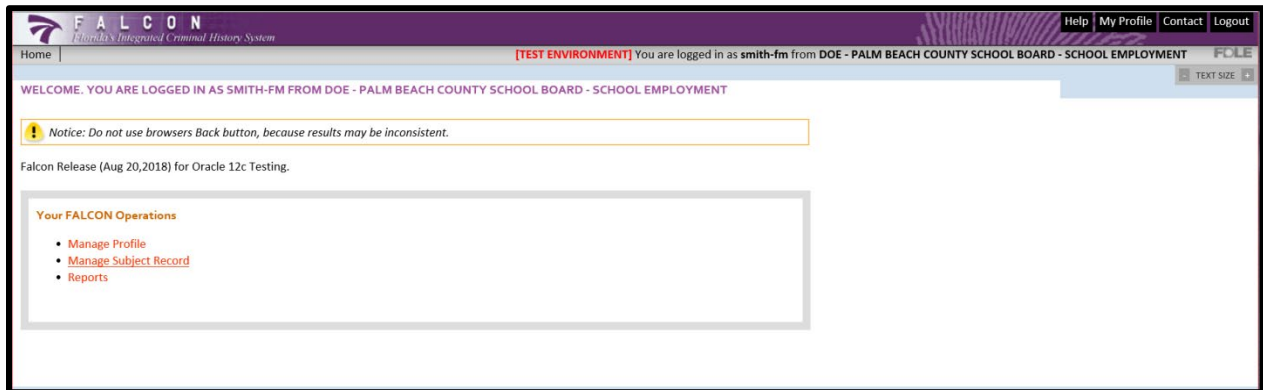
This notification is being sent to advise you that an assigned subordinate within your organization has selected retained applicant fingerprint transactions for deletion from the FDLE FALCON system. To view the selected transactions that are pending deletion, please click on the following link <https://falcon.fdle.state.fl.us> which will take you to the FALCON Internet login page. You will have until the close of business on 10/07/2021 to review these specific transactions and determine if any need to be removed from pending deletion. Please note that if you choose to take no action before the specified date elapses, these transactions will be permanently removed from the FALCON system.

Organization Name:	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT
Organization ORI(s):	FL930020Z
Pending Purge Date:	10/07/2021
Name & User-ID Requesting Deletions:	FRIEDA SMITH / smith-fm

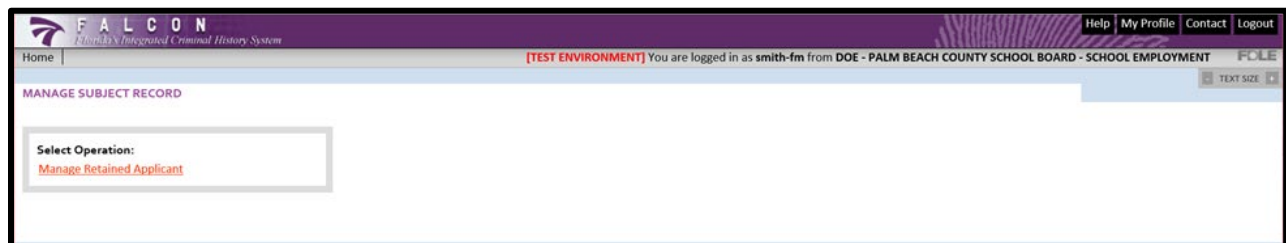
If you have any questions regarding this notification, please contact a FDLE member within the eGovernment Criminal History Services Section at (850) 410-8161 -OR- via email at [FALCON\\_eGovCHS@FDLE.STATE.FL.US](mailto:FALCON_eGovCHS@FDLE.STATE.FL.US)

### III. Review of Pending Retained Applicant Deletions – Supervisor

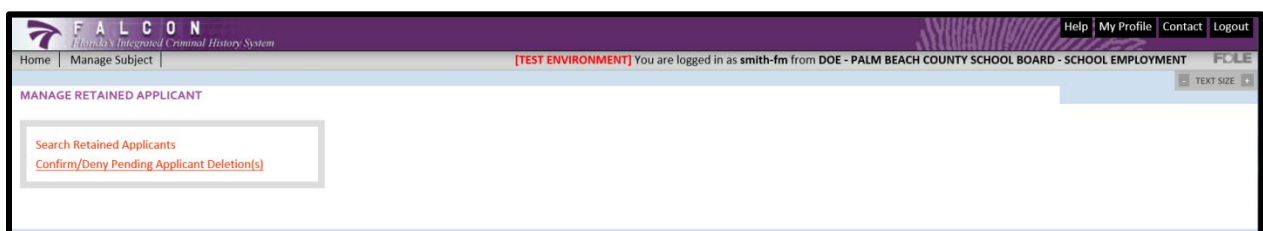
1. To review pending deletions, click **Manage Subject Record** on the Welcome screen.



2. On the Manage Subject Record screen, click **Manage Retained Applicant**.



3. On the Manage Retained Applicant screen, click **Confirm/Deny Pending Applicant Deletion(s)**.



4. On the Search Pending Applicant Deletion(s) screen, the User can search for a particular applicant or group of applicants. A search can be conducted as specific or as general as the User prefers. At least one of the following fields is required; however, any combination of fields can be used for the search:

- Transaction Control Number (TCN#)
- Customer ORI (CRI#)

- Falcon ID
- FBI/UCN
- Livescan Device ID (ORI#)
- Organization
- First Name, Middle Name, Last Name, Suffix
- SSN (Social Security Number)
- Date of Birth
- Delete Pending Date

Once the search parameter(s) are entered, click **Search**. Applicants meeting the search criteria will display on the Review Pending Deletion Request(s) screen.

Select	Name	Transaction Control Number (TCN#)	Customer ORI (CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Pending Purge Date	User ID
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL930020Z	10041567	LSD111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			10/03/2011	02/12/2020	smith-fm



The results can be sorted by clicking on any column header which displays the ascending/descending arrows. A single click will sort the column in ascending order. Another click on the header will sort the column in descending order. The column header being sorted will be colored distinctly from the other column headers for easy reference .



Export Options are available on the Applicant Search Result screen. The information can be exported as any of the listed files for internal use by the User's agency. The exported file will open in a separate window and will not affect the processing of the transactions.



- Carefully review each applicant listed for pending deletion. If the applicant should be deleted from the FALCON system, click **No Action Taken**. If no action is taken prior to the purge date, the applicant will automatically delete. All deleted applicants are permanently deleted; as such, in order for a set of fingerprints to be retained again, a new set would need to be submitted. All applicable fees apply.

**FALCON**  
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

REVIEW PENDING DELETION REQUEST(S)

Tools [Search again]

The following records will be deleted unless removed from pending deletions.

Organization  
DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

One item found.  
1

Select	Name	Transaction Control Number (TCN#)	Customer ORI (CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Pending Purge Date	User ID
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL9300202	10041567	LS0111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			10/03/2011	02/12/2020	smith-fm

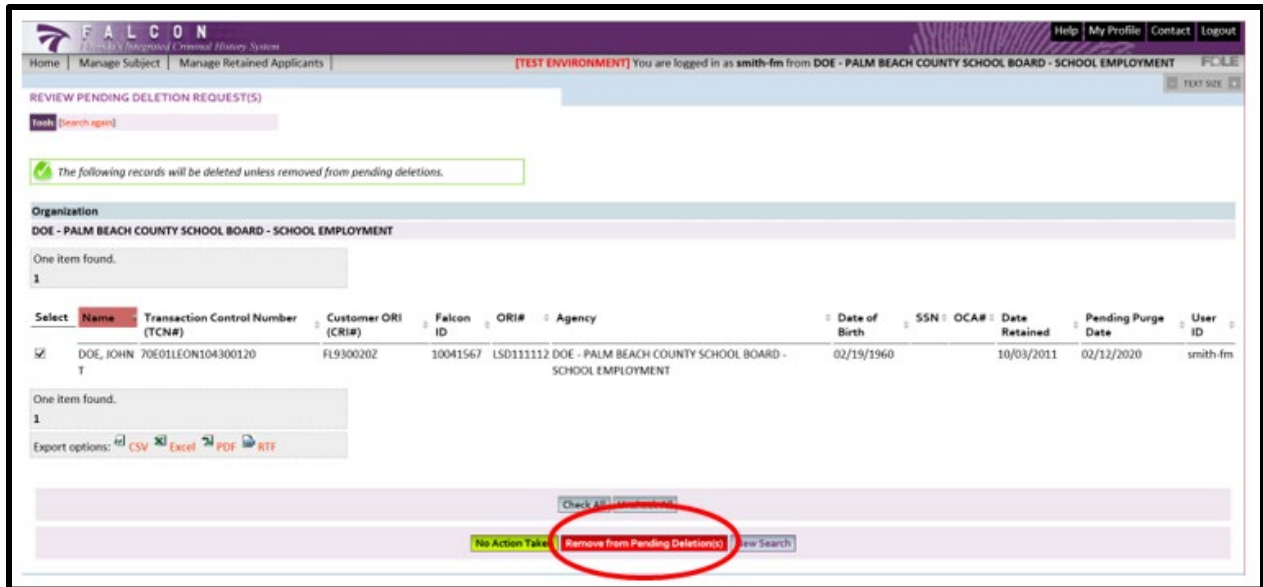
One item found.  
1

Export options: CSV Excel PDF RTF

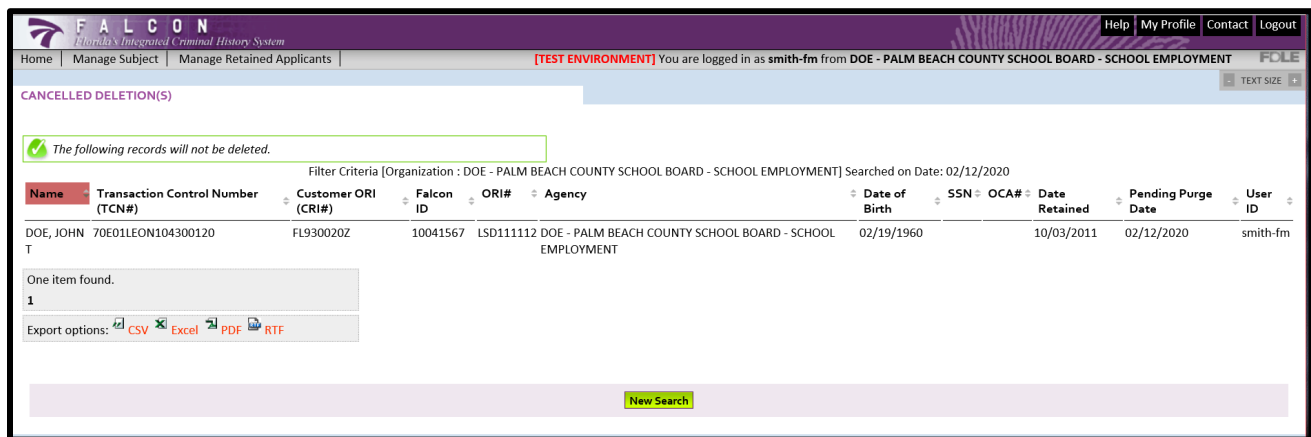
Check All Uncheck All

**No Action Taken** Remove from Pending Deletions New Search

If the applicant should not be deleted, mark the applicant by clicking the check box next to the applicant's name. Applicants can be marked either individually or by clicking **Check All**, which will select all displayed applicants. To clear all applicants that are marked, click **Uncheck All**. After the appropriate applicants have been marked, click **Remove from Pending Deletion(s)**.



The system will navigate the User to the Cancelled Deletion(s) screen. Clicking **Remove from Pending Deletion(s)** causes the selected applicants to be removed as a pending deletion applicant.

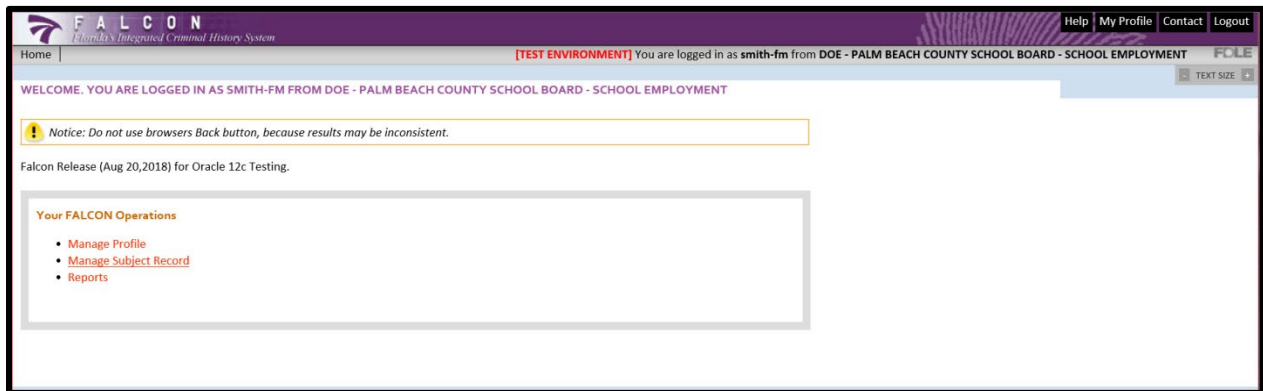


## IV. FBI Submission of Retained Applicant Transactions

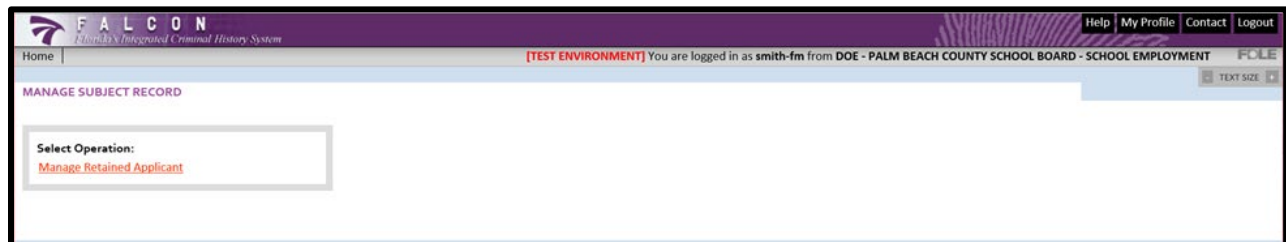
Applicants who are successfully enrolled in the National Rap Back Service (verified under the *National Rap Back Subscription Successful?* column within the agency's retained applicant list), are established in a National Rap Back Subscription. From this point, additional FBI Resubmissions will no longer be necessary as the agency will receive notifications for any out-of-state triggering event, which matches the in-state triggering event notifications currently in place.

If an applicant has not been successfully enrolled in National Rap Back, the following instructions still apply.

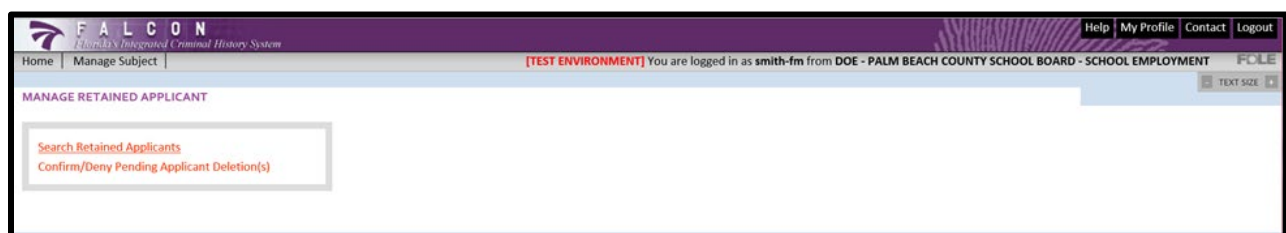
1. On the Welcome screen, click **Manage Subject Record**.



2. On the Manage Subject Record screen, click **Manage Retained Applicant**.



3. On the Manage Retained Applicant screen, click **Search Retained Applicants**.



4. Once on the Search Retained Applicant screen, the User can search for a particular applicant or group of applicants. A search can be conducted as specific or as general as the User prefers. At least one of the following fields is required, however, any combination of fields can be used for the search:

- Transaction Control Number (TCN#)
- Customer ORI (CRI#)
- Falcon ID
- FBI/UCN
- Livescan Device ID (ORI#)
- Organization
- First Name
- Middle Name/Initial
- Last Name
- Suffix
- SSN (Social Security Number)
- Date of Birth
- Date Retained From
- Date Retained To
- Date Last FBI Submission From
- Date Last FBI Submission To
- National Rap Back Subscription Expiration Date From
- National Rap Back Subscription Expiration Date To

**FALCON**  
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**SEARCH RETAINED APPLICANT**

Transaction Control Number (TCN#)  Customer ORI (CRI#)  Falcon ID  FBI/UCN  Livescan Device ID (ORI#)

Organization  [Search]

First Name  Middle Name/Initial  Last Name  Suffix

SSN  Date of Birth  [MM/DD/YYYY]

Date Retained From  [MM/DD/YYYY] Date Retained To  [MM/DD/YYYY] Date Last FBI Submission From  [MM/DD/YYYY] Date Last FBI Submission To  [MM/DD/YYYY]

National Rap Back Subscription Expiration Date From  [MM/DD/YYYY] National Rap Back Subscription Expiration Date To  [MM/DD/YYYY]

Once the search parameter(s) are entered, click **Search**. Applicants meeting the search criteria will display on the Applicant Search Result screen.

**FALCON**  
Falcon Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**APPLICANT SEARCH RESULT**

Tools [search again]

ORGANIZATION NAME FIRST NAME LAST NAME DATE OF BIRTH

DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT JOHN DOE 02/19/1960

One item found.

1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRIF#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission	State Expiration Date	FBI/UCN	National Rap Back Subscription Successful?	National Rap Back Subscription Term	National Rap Back Subscription Expiration Date
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL9300202	10041567	LS0111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	10/03/2011		N/A			

One item found.

1

Export options: CSV Excel PDF RTF

Check All Uncheck All Cancel

Process Checked Records for FBI Submission (OR) Delete Checked Records

The User can review each applicant listed. If the applicant(s) should be submitted to the FBI, mark the applicant(s) by selecting any applicable applicant(s) for submission by clicking the checkbox next to the applicant's name. Applicants can be marked either individually or by clicking **Check All** at the bottom of the screen if all displayed applicants are to be submitted.

To clear all applicants that are marked, click **Uncheck All**. After the appropriate applicants have been marked, click **Process Checked Record for FBI Submission**. Please note, all applicable fees apply for each applicant submitted to the FBI.



- The system navigates the User to the Confirm FBI Submission screen. The screen displays all applicants that were marked for FBI Submission and indicates that all applicable fees apply.

**FALCON**  
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**CONFIRM FBI SUBMISSION**

**ATTENTION: Potential Charge** --- Use of this FBI Submission function will result in your agency being charged the appropriate authorized national criminal history request fee for each submission. NOTE - Criminal history result responses will be disseminated through the FDLE CertifiedMail Application as routine.

The following records will be submitted to FBI.

Manage Retained Applicants - Filter Criteria[ TCN: 70E01LEON104300120 ] searched on Date: 02/12/2020

Name	Transaction Control Number(TCN#)	Customer ORI (CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission	TCR
DOE, JOHN T	70E01LEON104300120	FL930020Z	LS0111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	10/03/2011	

One item found.

Export options: CSV Excel PDF RTF

You should use the Transaction Control Reference (TCR) field only when the initial resubmitted request is rejected for fingerprint quality issues. Then this field must be populated with the authorized TCR# supplied in your reject message returned within the national response portion of the criminal history request results.

Confirm FBI Submission Records Cancel

If the FBI Submission is for a previously-rejected FBI Submission, enter the Transaction Control Reference (TCR) number in the TCR field. A TCR number is issued by the FBI and located in Field 1.009 of the FBI Message contained in the initial national criminal history response.

```
FBI response:

1.001:197 1.002:0201 1.003:11200 1.004:ERRA 1.005:20191002 1.006:5
1.007:FLFDLECVZ 1.008:WVIAFIS0Z 1.009:E2019275800000000024
1.010: 1.011:00.00 1.012:00.00 1.013:NORAMEBTS 10.02.001:116
2.002:00
2.060:L0002-Subject with identifier UCN:  does not exist in
repository. 2.073:FL931050Z
```



The TCR number is at least 10 characters and no more than 40 characters in length. All TCR numbers entered should be carefully reviewed for accuracy. If a TCR number is invalid, the submission will be rejected.

**FALCON**  
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | [TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

**CONFIRM FBI SUBMISSION**

**ATTENTION: Potential Charge** --- Use of this FBI Submission function will result in your agency being charged the appropriate authorized national criminal history request fee for each submission. NOTE - Criminal history result responses will be disseminated through the FDLE CertifiedMail Application as routine.

The following records will be submitted to FBI.

Manage Retained Applicants - Filter Criteria[ TCN: 70E01LEON104300120 ] searched on Date: 02/12/2020

Name	Transaction Control Number(TCN#)	Customer ORI (CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission	TCR
DOE, JOHN T	70E01LEON104300120	FL930020Z	LSD111112	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT				1/08/2007	10/03/2011	

One item found.

Export options: CSV Excel PDF RTF

You should use the Transaction Control Reference (TCR) field only when the initial resubmitted request is rejected for fingerprint quality issues. Then this field must be populated with the authorized TCR# supplied in your reject message returned within the national response portion of the criminal history request results.

Confirm FBI Submission Records Cancel

10. Once all applicants have been carefully reviewed on the Confirm FBI Submission screen, the User clicks **Confirm FBI Submission Records**. The system will display the following confirmation message, "Your organization will be charged appropriately based on this authorization." The User clicks **OK** to confirm the submission(s) of the applicant(s) selected. If the User clicks **Cancel**, the confirmation closes and returns the User to the Applicant Search Result screen.



To stay current on criminal history record fees, please visit FDLE's Applicant Services Unit website at <https://www.fdle.state.fl.us/Criminal-History-Records/Obtaining-Criminal-History-Information.aspx> and select the *Fee Schedule* link.

6. Once the User clicks **OK**, the system navigates the User to the FBI Submission & National Rap Back Subscription screen where the User receives a confirmation message indicating the applicant(s) were successfully submitted to the FBI.



Although the FBI Submission charge is for the national portion, FDLE also provides a complete state record check, which includes a search through state criminal history records in addition to hot files and sexual and habitual offender registrations contained within state and federal databases.

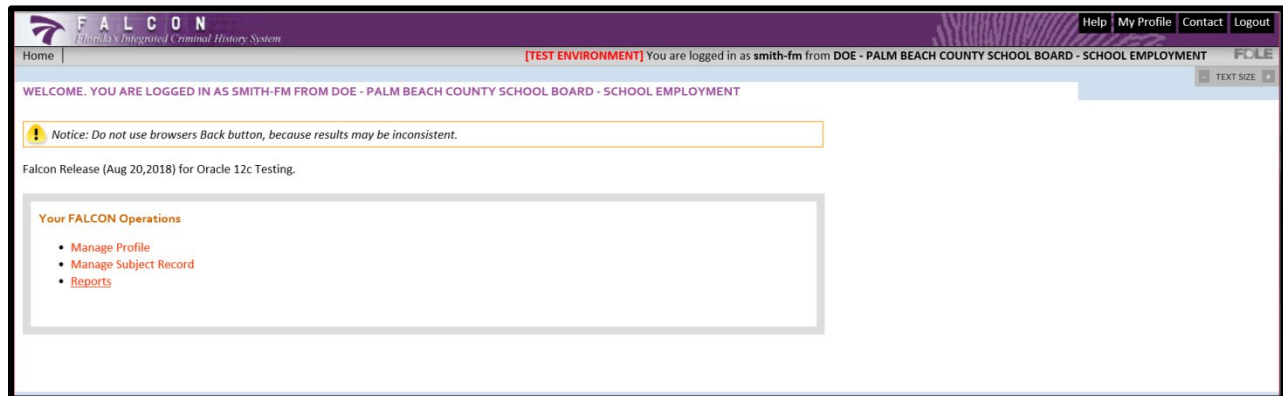
7. FBI Submissions through FALCON are typically will be processed within three (3) business days and the respective results of the applicant’s criminal history check are posted to the FDLE Information Notification System (FINS) application. FBI Resubmissions display “(RESUB)” in the subject line in order to differentiate them from initial submission results.

	Message Subject	Receipient Email	Notification Sent On	Status	Attachment	View
>	Results of check for Turkey, Thomas (70CS13SRSL20208989)		11/18/2021 07:40:23 AM	Unread	No	
	(RESUB) Results of check for JOB, ODD (70G440000000000000000011)		11/17/2021 03:54:14 PM	Unread	No	



## V. FALCON Reports

1. To access reports available to the User, click **Reports** on the Welcome screen. The system navigates the User to the Reports screen.



FALCON reports provide users with an effective tool to manage their FALCON applicants. These reports offer a comprehensive and informative look into an agency's applicants including any actions performed by the agency's users. The reports can be tailored to fit an agency's specific need using the many search parameters available. Each report can be exported into several formats which can then be manipulated and used for an agency's internal use. The reports available to users are:

- Applicant Deletion Report
- Failed (or) Pending National Subscriptions Report (FBI Resubmissions Only)
- Retained Applicant Notifications
- Retained Applicant Fingerprint Report
- Retained Applicant FBI Submission Report
- User and Device Profile Statistics

**FALCON**  
Florida's Integrated Criminal History System

Home | **[TEST ENVIRONMENT]** You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** **FDLE**

REPORTS

- [Applicant Deletion Report](#)
- [Failed \(or\) Pending National Subscriptions Report \(FBI Resubmissions Only\)](#)
- [Retained Applicant Notifications](#)
- [Retained Applicant FingerPrint Report](#)
- [Retained Applicant FBI Submission Report](#)
- [User and Device Profile Statistics](#)

Return to top | [Contact FALCON](#) | [FDLE](#)

2. To access the Applicant Deletions Report, the User clicks **Applicant Deletion Report**.

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Florida's Integrated Criminal History System

Home | Reports | **[TEST ENVIRONMENT]** You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** **FDLE**

APPLICANT DELETIONS REPORT

From: Date: [ ] Time: [00:00:00] [00:00:00]

To: Date: [23] Time: [59:59:59]

Organization [Search] [ ]

Customer ORI (CRI #) [ ]

Organization Category: [--- Select ---]

Organization Type [--- Select ---] Organization Level [--- Select ---]

First Name: [ ] Middle Name: [ ] Last Name: [ ]

SSN: [ ] FALCON ID# (Subject) [ ] FBI/UCN [ ]

User ID: [ ]

TCN: [ ]

[Run Report](#)

- The User enters the applicable search criteria and clicks **Run Report**. The system displays results based on the search criteria. The User can choose to Expand or Hide Details for the results displayed.

**APPLICANT DELETIONS REPORT**

The Report generated by FRIEDA MONROE SMITH on Wednesday 12 Feb 2020 01:05:24 PM

Tools: [Search again](#) [Expand All](#) [Hide All](#)

From Date & Time: 11/01/2019 00:00:00 To Date & Time: 02/01/2020 23:59:59

7 Total

7 DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT [Expand](#)

[Hide Details](#)

Last Name	First Name	Middle Name	TCN	SSN	DOB	Race	Sex	Customer ORI (CRIF)	Livescan Device ID (ORIF)	OCA#	Date/Time Submitted	Date/Time Deleted	UserID	FALCON ID#	FBI/UCN
BOYER	CHRISTINA	M	70RV30A000044880	086724038	1987-04-27 00:00:00.0	W	F	FL9300202	LS0020202		11/19/2019 15:03:10	11/19/2019 15:07:10	administrator	20001212	NM5GHNNWD
DELTORO	NELSON		70RB00000016	174681203	1985-03-06 00:00:00.0	W	M	FL9300202	LS0020202		11/07/2019 13:37:10	11/07/2019 13:41:01	pate-nd	20001199	8V000W9F7
MCADAMS	DANQUA		70RB00TEST000003	257819123	1993-10-19 00:00:00.0	B	F	FL9300202	LS0020202		07/16/2019 11:33:10	11/12/2019 10:07:10	administrator	20001150	A4QV0W8E3
NBE	SERENA	YVETTE	70RV07F05140001265	590558600	1969-07-30 00:00:00.0	B	F	FL9300202	LS0020202		11/20/2019 09:03:10	11/20/2019 09:09:10	administrator	20001215	T0FT5NFD
PACANA	CHESTER	EDWARD	70RB0112203	854526974	1967-09-17 00:00:00.0	W	M	FL9300202	LS0020202		11/22/2019 14:41:10	11/22/2019 14:45:01	pate-nd	20000588	4EJ9VCN8N
SEWELL	ASHLEY		70RV48C00005650	591250852	1992-07-07 00:00:00.0	W	F	FL9300202	LS0020202		11/19/2019 13:09:10	11/19/2019 13:13:10	administrator	20001209	210RDMEST
WEBSTER	CRYSTAL	STARR	70EX5000012190	562738048	1982-06-27 00:00:00.0	W	F	FL9300202	LS0020202		10/03/2019 14:33:10	11/07/2019 14:19:10	pate-nd	20001196	XHD9VCN8W

Export options: [CSV](#) [Excel](#) [PDF](#) [RTF](#)

- To return to the Reports screen, the User clicks **Reports** in the upper, left corner of the screen. To return to the Applicant Deletions Report search screen, the User clicks **Search Again**.

**REPORTS**

- [Applicant Deletion Report](#)
- [Failed \(or\) Pending National Subscriptions Report \(FBI Resubmissions Only\)](#)
- [Retained Applicant Notifications](#)
- [Retained Applicant FingerPrint Report](#)
- [Retained Applicant FBI Submission Report](#)
- [User and Device Profile Statistics](#)

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)

- To access the Failed (or) Pending National Subscriptions Report (FBI Resubmission Only), the User clicks **Failed (or) Pending National Subscriptions Report (FBI Resubmission Only)**.

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Florida's Integrated Criminal History System

Home | Reports | **[TEST ENVIRONMENT]** You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** **FDLE**

**FAILED NATIONAL SUBSCRIPTIONS REPORT**

FBI Submissions From: \*  
 Date: [ ] Time: [00] : [00] : [00]  
 FBI Submissions To: \*  
 Date: [23] : [59] : [59]  
 Organization [Search]  
 Customer ORI (CRI#)  
 Falcon ID#  
 TCN  
 Run Report

Return to top | Contact FALCON | FDLE

- The User enters the applicable search criteria and clicks **Run Report**. The system displays results based on the search criteria. The User can choose to Expand or Hide Details for the results displayed.

**FALCON**  
Florida's Integrated Criminal History System

Home | Reports | Failed (or) Pending **[TEST ENVIRONMENT]** You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** **FDLE**

**FAILED (OR) PENDING NATIONAL SUBSCRIPTIONS REPORT (FBI RESUBMISSIONS)**

From Date & Time To Date & Time  
 08/01/21 00:00:00 11/19/21 23:59:59

Name	Org. Name	Transaction Control Number (TCN#)	Req. Tx. Id.	Req. Created At	Req. Status	Resp. Tx. Id.	Resp. Created At	Resp. Status	National Rap Back Subscription Successful?
ONA, NATHAN	CLRHS (R) - AHCA OWNERS AND ADMINISTRATORS	CLR00003	10175574	09/02/2021 12:36:20	Completed	101755747	09/02/2021 13:40:13	Completed	NO

One item found.  
1

Export options: CSV Excel PDF RTF

Return to top | Contact FALCON | FDLE

- To return to the Reports screen, the User clicks **Reports** in the upper, left corner of the screen. To return to the Failed (or) Pending National Subscriptions Report (FBI Resubmissions) search screen, the User clicks **Search Again**.

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Florida's Integrated Criminal History System

Home | **[TEST ENVIRONMENT]** You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** | **FDLE**

**REPORTS**

- [Applicant Deletion Report](#)
- [Failed \(or\) Pending National Subscriptions Report \(FBI Resubmissions Only\)](#)
- [Retained Applicant Notifications](#)
- [Retained Applicant FingerPrint Report](#)
- [Retained Applicant FBI Submission Report](#)
- [User and Device Profile Statistics](#)

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)

- To access the Retained Applicant Notifications, the User clicks **Retained Applicant Notifications**.

**FALCON**  
Florida's Integrated Criminal History System

Home | Reports | **[TEST ENVIRONMENT]** You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** | **FDLE**

**RETAINED APPLICANT NOTIFICATIONS**

From Date

To Date

Customer ORI (CRI #)

Organization  [Search](#)

FBI/UCN

Notification Type


RapBack Triggering Event:

[Run Report](#)

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)



- The User enters the applicable search criteria and clicks **Run Report**. The system displays results based on the search criteria. The User can choose to Expand or Hide Details for the results displayed.


**FALCON**  
*Florida's Integrated Criminal History System*

[Home](#) | [Reports](#) | [TEST ENVIRONMENT] You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT**

[Help](#) | [My Profile](#) | [Contact](#) | [Logout](#)

FDLE

TEXT SIZE

**RETAINED APPLICANT NOTIFICATIONS REPORT RESULT**

[Tools](#) [Search again](#)

From Date & Time

To Date & Time





Notification Type

03/01/20 00:00:00
10/11/21 23:59:59
[Arrest Notification of Retained Applicant, Criminal Registration Notification, Applicant National Notification]

Applicant Last Name	Applicant First Name	Applicant Middle Name	TCN	Date Prints Retained	Customer ORI (CRI#)	Livescan Device ID (ORI#)	Date of Arrest	FDLE/SID#	FBI/UCN	Arresting Agency	Date Sent	OBTS	Notification Type
CADELUS	SYLVINE		70RB01000077	02/22/2016	FL930020Z						12/04/2020		Applicant National Notification
HUTCHINSON	EBONY		70RB010000769	02/22/2016	FL930020Z						12/04/2020		Applicant National Notification
OSLIZLO	TY		70RB01000034	12/10/2015	FL930020Z						12/04/2020		Applicant National Notification
PACANA	CHESTER	EDWARD	70RB00000263	04/26/2017	FL930020Z						12/04/2020		Applicant National Notification
RODRIGUEZ	EDGAR		70RB0100007	02/22/2016	FL930020Z						12/04/2020		Applicant National Notification
TURNER	TRENARD		70RB010000777	02/25/2016	FL930020Z						12/04/2020		Applicant National Notification

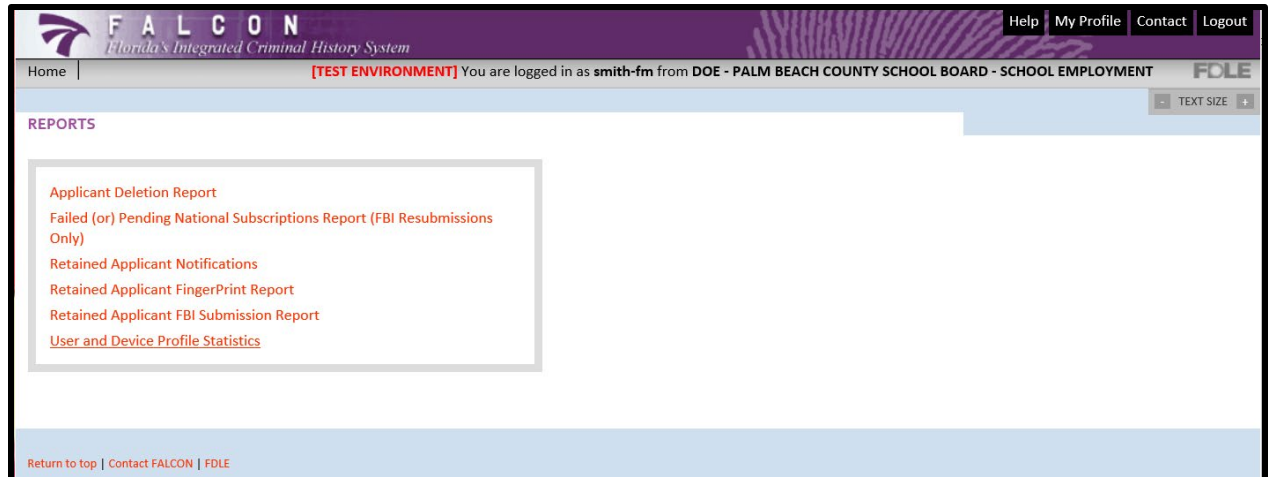
6 items found, displaying all items.

1

Export options:
 CSV
 Excel
 PDF
 RTF

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)

- To return to the Reports screen, the User clicks **Reports** in the upper, left corner of the screen. To return to the Retained Applicant Notifications search screen, the User clicks **Search Again**.



11. To access the Retained Applicant Fingerprint Report, the User clicks **Retained Applicant Fingerprint Report**.

12. The User enters the applicable search criteria and clicks **Run Report**. The system displays results based on the search criteria. The User can choose to Expand or Hide Details for the results displayed.

**FALCON**  
Florida's Integrated Criminal History System

Home | Reports | Retained Applicant FingerPrint Report | [Help](#) | [My Profile](#) | [Contact](#) | [Logout](#)

[TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

RETAINED APPLICANT FINGERPRINT REPORT

The Report generated by FRIEDA MONROE SMITH on Monday 11 Oct 2021 09:46:54 AM

Tools: [Search again](#)

TCN: 70RBMNTOTEST01 Retention Level: All

Name	Transaction Control Number (TCN#)	Customer ORI (CRI#)	Subject Falcon ID#	Livescan Device ID (ORI#)	Agency/Organization	Date of Birth	Subject SSN	OCA#	Date/Time Retained	Date Last FBI Submission	State Expiration Date	Subject Falcon ID#	Organization	FBI/UCN	National Rap Back Subscription Successful?	National Rap Back Subscription Term
SNOWDEN, MALCOLM	70RBMNTOTEST01	FL930020Z	20001124	LSD020202	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	12/28/1989		3522301	08/18/2021 10:33:10			20001124	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	FETTV3N8D	Yes	2 Years

One item found.  
1

Export options: [CSV](#) [Excel](#) [PDF](#) [RTF](#)

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)

13. To return to the Reports screen, the User clicks **Reports** in the upper, left corner of the screen. To return to the Retained Applicant Fingerprint Report search screen, the User clicks **Search Again**.

**FALCON**  
Florida's Integrated Criminal History System

Home | [Reports](#) | [Retained Applicant FingerPrint Report](#) | [Help](#) | [My Profile](#) | [Contact](#) | [Logout](#)

[TEST ENVIRONMENT] You are logged in as smith-fm from DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

REPORTS

- [Applicant Deletion Report](#)
- [Failed \(or\) Pending National Subscriptions Report \(FBI Resubmissions Only\)](#)
- [Retained Applicant Notifications](#)
- [Retained Applicant FingerPrint Report](#)
- [Retained Applicant FBI Submission Report](#)
- [User and Device Profile Statistics](#)

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)

14. To access the Retained Applicant FBI Submission Report, the User clicks **Retained Applicant FBI Submission Report**.

**FALCON**  
Florida's Integrated Criminal History System

Home | Reports | [TEST ENVIRONMENT] You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** FIDE

**RETAINED APPLICANT FBI SUBMISSION REPORT** TEXT SIZE

FBI Submission From: Date  Time  :00:00

FBI Submission To: Date  Time  :59:59

Organization  [Search]

Customer ORI(CRI#)

First Name:  Middle Name:  Last Name:

SSN:  Falcon ID#  FBI/UCN

TCN:

Submitted By:

Run Report

15. The User enters the applicable search criteria and clicks **Run Report**. The system displays results based on the search criteria. The User can choose to Expand or Hide Details for the results displayed.

**FALCON**  
Florida's Integrated Criminal History System

Home | Reports | Retained Applicant FBI Submission Report | [TEST ENVIRONMENT] You are logged in as **smith-fm** from **DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** FIDE

**RETAINED APPLICANT FBI SUBMISSION REPORT** TEXT SIZE

The Report generated by **FRIEDA MONROE SMITH** on **Wednesday 12 Feb 2020 01:12:42 PM**

You [Search again]

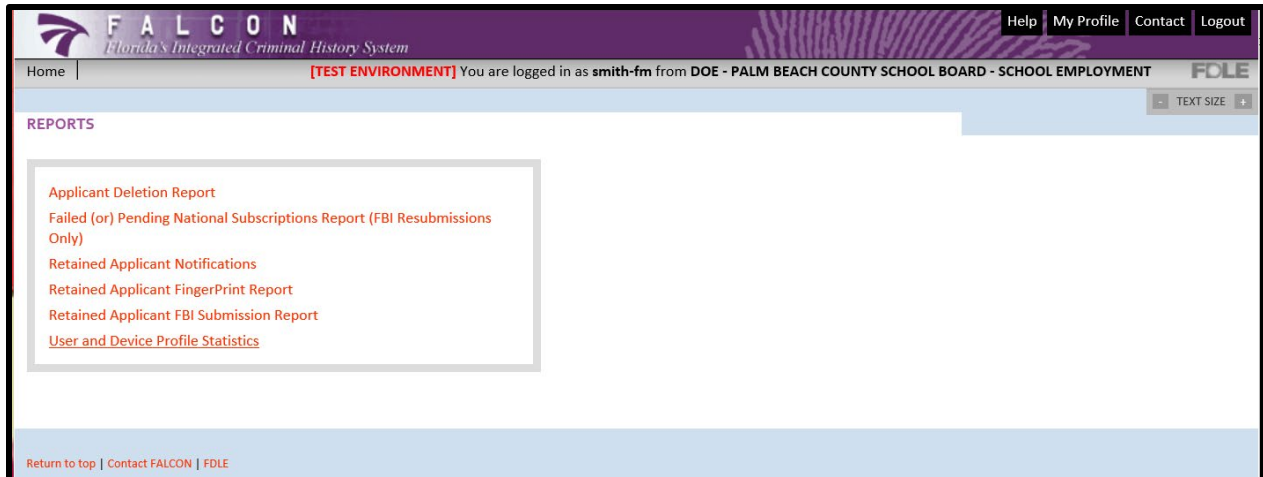
FBI Submission From Date & Time		FBI Submission To Date & Time							
02/12/2020 00:00:00		02/12/2020 23:59:59							
Name	Transaction Control Number(TCN#)	Transaction Control Reference(TCR)	Customer ORI(CRI#)	Subject Falcon ID#	Agency/Organization	Subject SSN	Date/Time FBI Submission	FBI/UCN	Submitted By
DOE, JOHN T	70E01LEON104300120	FL9300202		10041567	DOE - PALM BEACH COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT		02/12/2020 12:42:20		smith-fm

One item found.

1

Export options: CSV Excel PDF RTF

16. To return to the Reports screen, the User clicks **Reports** in the upper, left corner of the screen. To return to the Retained Applicant FBI Submission Report search screen, the User clicks **Search Again**.



17. To access the User and Device Profile Statistics, the User clicks **User and Device Profile Statistics**.

18. The User enters the applicable search criteria and clicks **Run Report**. The system displays results based on the search criteria. The User can choose to Expand or Hide Details for the results displayed.

## USER AND DEVICE PROFILE STATISTICS REPORT

The Report generated by **FRIEDA MONROE SMITH** on **Friday 19 Nov 2021 01:51:12 PM**

**Tools** [\[Search again\]](#) [\[Expand All\]](#) [\[Hide All\]](#)

From Date & Time	To Date & Time
08/01/2020 00:00:00	11/19/2021 23:59:59

### Summary

Total Users: **2**

Total Devices: **0**

### Report Detail

2 Total Profiles

2 Non Criminal Justice Governmental (NCJG)

2 State Agency - School Boards (DOE)

2 County

2 PALM BEACH COUNTY SCHOOL BOARD (SUB) [\[Expand\]](#)

[\[Hide Details\]](#)

Type	User/Device ID	Current Status	Date Created
User	<a href="#">foster-sx</a>	ACTIVE	09/30/2021 15:53:51
User	<a href="#">morgan-nx</a>	ACTIVE	09/30/2021 15:55:32

Export Options [CSV](#) [Excel](#) [PDF](#) [RTF](#)

[Return to top](#) | [Contact FALCON](#) | [FDLE](#)

## VI. FALCON Terms & Definitions

**Arrest Notification:** A notice sent to an employing or licensing agency informing them one of their subject's retained fingerprints was identified with fingerprints of an incoming Florida arrest or national arrest if the agency has registered with Rap Back. Also, commonly referred to as an arrest hit notification.

**CRI #:** Customer Originating Agency Identifier (ORI). For the purposes of electronic fingerprinting, what is typically known as your Customer ORI is referred to as a CRI.

**Criminal Registration Notification:** A notice sent to an employing or licensing agency informing them one of their subject's retained fingerprints was identified with fingerprints of an incoming Florida criminal registration or national registration if the agency has registered with Rap Back. A criminal registration occurs when a felon, as designated by a Court, registers with and is fingerprinted by their local Sheriff's Office, as required by Florida Statute. A criminal registration is NOT an arrest.

**FALCON ID #:** A unique sequence number generated by FALCON for each submitted applicant.

**FALCON TxID:** A unique sequence number generated by FALCON for each submitted transaction.

**Livescan Device ID (ORI#):** For the purpose of electronic fingerprinting, the ORI # refers to the Livescan Device ID from which the transaction originated.

**National Rap Back Service:** Authorized agencies submit fingerprints of civil applicants, employees, volunteers, licensees, security clearance candidates, etc. to a repository such as a state SIB or the FBI Next Generation Identification (NGI) Program, and ask to subscribe to those fingerprints. The repository retains those fingerprints (as New Identities or within existing Identities) and sets subscriptions for those authorized contributors. The repository notifies the contributors of any future reported events they would normally be authorized to receive that are matched to their subscribed Identities.

**National Rap Back Subscription:** A set period of time in which a retained applicant's fingerprints are stored within the FBI's NGI Program for the purposes of out-of-state arrest hit or event notifications.

**National Rap Back Subscription Expiration:** A date in which an applicant's fingerprints retention is set to expire and be purged from the FBI's NGI Program. While expiration dates are automatically set for each subscription based on state and federal guidelines, FDLE has created a means to automatically extend/renew subscriptions upon the organization's payment of invoice(s).

**OBTS:** Offender Based Tracking System. A unique number assigned at the time of arrest by the arresting agency. It is used to track the arrest event throughout all phases of the criminal justice process.

**Organization Category:** The criminal justice status of an organization. Options include: Criminal Justice, Non-Criminal Justice Governmental, Non-Criminal Justice Non-Governmental, and Non-Criminal Justice Performing Criminal Justice.

**Organization Level:** The level of governmental structure (state or county) at which the organization operates.

**Organization Type:** The business functions of an organization (examples: State Agency – School Boards DOE, VECHS – Private Schools).

**Retention Date:** The actual date an applicant’s fingerprints were retained. This date may not be the same as the date of submission due to the FDLE workflow process for retaining fingerprints.



If there are any questions regarding this process or the FALCON system, non-criminal justice agencies can contact the Applicant Services Unit via e-mail at [applicantchecks@fdle.state.fl.us](mailto:applicantchecks@fdle.state.fl.us) or via phone at (850) 410-8161. Criminal justice agencies can contact the Information Delivery & Education section via e-mail at [CJISIDE@fdle.state.fl.us](mailto:CJISIDE@fdle.state.fl.us) or via phone at (850) 410-7126.